



Planning Permit Application

Required for All Planning Permit Types

PROJECT LOCATION

Submission Date: _____

Street Address: _____ APN(s): _____

PROPERTY OWNER(S)

Name _____	Name _____
Business Name _____	Business Name _____
Street Address _____	Street Address _____
City/State/Zip _____	City/State/Zip _____
Phone _____	Phone _____
Email _____	Email _____

PROPERTY OWNER'S AUTHORIZATION AND ACKNOWLEDGMENT

I hereby authorize the City of Arcata to process this application, and I authorize the City of Arcata representatives to enter the above referenced property as reasonably necessary to evaluate the project. I have reviewed the appropriate application checklist and information for this type of project; and all information, plans, fee deposits, and other requirements noted on the checklist have been submitted with this application. I acknowledge that processing applications which are not complete or do not contain accurate information may result in delay, and possibly result in denial or revocation of approvals. I also acknowledge if this project requires excess staff time not covered by my fee deposit, I will be billed at the fully burdened rate for all costs, and the payment is due before I receive a certificate of occupancy. Unless another party is designated, I am the responsible party and primary contact for all billing, status reports, and project updates.

Owner Signature _____	Date _____	Owner Signature _____	Date _____
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APPLICANT(S) – If different from Property Owner

Name _____	Name _____
Business Name _____	Business Name _____
Street Address _____	Street Address _____
City/State/Zip _____	City/State/Zip _____
Phone _____	Phone _____
Email _____	Email _____

Applicant Signature _____	Date _____	Applicant Signature _____	Date _____
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BILLING CONTACT – If different from Property Owner

Name _____

Business Name _____

Street Address _____

City/State/Zip _____

Phone _____

Email _____

PROJECT REPRESENTATIVE – If any

Name _____

Business Name _____

Street Address _____

City/State/Zip _____

Phone _____

Email _____

PRIMARY CONTACT – From parties listed above _____

PROJECT DESCRIPTION: Include a general description of the proposed project including current and proposed uses. Attach additional pages as needed.

DEPOSITS: The amount of the deposit depends on the permit type selected below. Time and materials are charged against deposits, and any costs that exceed the deposit paid will be billed. All deposits include a 10% General Plan Update fee and \$12.34 database fee, and all deposits are non-refundable except for appeal fees. *Fees revised 07-01-25 – Resolution 245-42*

Administrative Actions \$293.80 Deposit		Planning Commission – Public Hearing \$5,642.25 Deposit	
Alteration / Demolition – Ministerial		Zoning District Boundary Determination	
Burn Down / Rebuild Assessment		Alteration / Demolition – Discretionary	
Information Request		Coastal Development Permit	
Minor Modification to Approved Permit		Hillside Development Permit	
Time Extension		Interpretation / Determination	
Tree Removal – Ministerial		Minor Use Permit or Amendment	
Vision Clearance Waiver		Planned Development Permit or Amendment	
Wetlands & Stream Protection – Notice or Easement		Major Subdivision – 5 or More Parcels	
Zoning Clearance		Use Permit or Amendment	
Zoning Administrator – No Hearing \$575.36 Deposit		City Council – Public Hearing \$10,541.36 Deposit	
Alteration / Demolition – Ministerial		Annexation	
Certificate of Compliance		Development Agreement	
Interpretation / Determination		General Plan Amendment	
Lot Line Adjustment – Director and City Engineer		Interpretation / Determination	
Parcel Merger / Unmerger		Land Use Code Amendment	
Zoning Enforcement		Local Coastal Plan Amendment	
Zoning Administrator – Hearing \$1,549.55 Deposit		Vacation / Abandonment	
Alteration / Demolition – Discretionary		Zoning Map Amendment	
Coastal Development Permit		Design Review & Other Permits and Actions Deposit	
Emergency Permit		Design Review – Standalone	\$850.22
Hillside Development Permit		Environmental Impact Report	\$8,457.15
Minor Use Permit or Amendment		General Plan Consistency	\$1,067.94
Planned Development Permit or Amendment		Historic / Landmark Designation / Mills Act	\$2,123.55
Parcel Map – Parcel Division into 4 or Less Parcels		Preliminary Review	\$504.92
Variance		Appeal ZA Decision to Planning Commission*	\$2,390.98
Tree Removal Permit – Discretionary		Appeal PC Decision to City Council*	\$2,390.98
		<i>* Note: Appeals are a flat fee, not a deposit.</i>	

We accept payment by cash, check, Visa, or Mastercard. Please make checks payable to City of Arcata.